

**BY ORDER OF THE COMMANDER  
SCOTT AIR FORCE BASE**

**SCOTT AIR FORCE BASE INSTRUCTION  
36-2803**



**12 JANUARY 2016**

**Personnel**

**SCOTT AFB AWARDS PROGRAM (PA)**

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This instruction implements AFI 36-2803, *The Air Force Military Awards and Decorations Program*, and AFI 36-1001, *Managing The Civilian Performance Program*, and establishes uniform policy and procedures for nomination, selection and award of the 375th Air Mobility Wing (375 AMW) and Scott AFB Recognition Programs. The overall objective is to recognize outstanding performers and individual achievements on a continuing basis. This instruction applies to all personnel assigned or attached to the 375 AMW, Headquarters Air Mobility Command (HQ AMC), United States Transportation Command (USTRANSCOM), Air Force Global Logistics Support Center (AFGLSC), Air Force Network Integration Center (AFNIC), 18th Air Force Staff (18 AF), 618th Air and Space Operations Center (618 AOC), 932d Airlift Wing (932 AW), 3d Manpower Requirement Squadron (MRS), and other tenant units. Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate functional chain of command. Personnel who fail to adhere to this guidance may be punished under the Uniform Code of Military Justice (UCMJ) Article 92(1) or civil equivalent.

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## ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include deletion of Sample Board Results Letter, removal of base awards, removal of Honor Guard Board, updates to civilian awards, and the addition of line preferences for award packages.

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### **1. Recognition Program.**

1.1. Objective. Recognize outstanding personnel assigned to Scott AFB.

1.2. Responsibilities.

1.2.1. The 375 AMW/Commander (CC) is responsible for:

- 1.2.1.1. The Wing Recognition Program and approval of award recipients.
- 1.2.1.2. Approval of purchase of quarterly and annual recognition plaques or mementos.
- 1.2.2. The 375 AMW Vice Commander (CV) is responsible for:
  - 1.2.2.1. Overseeing the company grade officer (CGO) recognition program.
  - 1.2.2.2. Ensuring board presidents for the CGO rotate between each major unit.
  - 1.2.2.3. Submitting the wing nomination to HQ AMC for the AMC Outstanding CGO of the Year Award.
- 1.2.3. The 375 AMW/CCC is responsible for:
  - 1.2.3.1. Overseeing enlisted recognition programs.
  - 1.2.3.2. Changing the board procedures/composition due to unique circumstances.
  - 1.2.3.3. Briefing board presidents on procedures as appropriate.
  - 1.2.3.4. Submitting the wing nominations to 18 AF and HQ AMC as appropriate.
- 1.2.4. The 375 AMW/CCCE is responsible for:
  - 1.2.4.1. Administering the recognition program.
  - 1.2.4.2. Providing an annual schedule of the wing boards to all participating organizations on Scott AFB by the suspense date.
  - 1.2.4.3. Maintaining a list of nominees and packages on the award recipients for 1 year from the board date.
  - 1.2.4.4. Preparing and distributing the nomination packages to the board members no later than (NLT) 2 duty days prior to the board date.
  - 1.2.4.5. Sending invitations to sponsors of the base recognition program.
  - 1.2.4.6. Collecting RSVPs from the sponsors.
  - 1.2.4.7. Ensuring appropriate elements are prepared (i.e., plaques/mementos etc.).
  - 1.2.4.8. Working with the First Sergeants' Council to ensure recognition events are accomplished.
  - 1.2.4.9. Overseeing the rotation of enlisted board presidents.
  - 1.2.4.10. Selecting board dates and notifying members.
  - 1.2.4.11. Forwarding the award winners to the 375 AMW/CCC and 375 AMW/CC for approval.
- 1.2.5. The group commander and the 375 AMW Director of Staff (DS) is responsible for:
  - 1.2.5.1. Providing board members as requested by the 375 AMW Command Chief's Executive Assistance (CCCE).

1.2.5.2. Providing replacement board members if selected members become unavailable. **Note:** Emphasis is placed on commander's responsibility to provide a board member if tasked.

1.2.5.3. Establishing nomination procedures to select deserving personnel assigned.

1.2.5.4. Ensuring all nominees are notified of their selection.

1.2.5.5. Ensuring military nominees meet the requirements of AFI 36-2905, *Fitness Program*. Member must have a composite score of 75 or greater. Member must not have an unfavorable information file, be on a control roster, and must maintain proper dress and appearance standards during the nomination period.

1.2.5.6. Ensuring all Senior Noncommissioned Officer (SNCO) nominees have a completed Community Collage of the Air Force (CCAF) degree. Also, that all SNCO nominees with at least 2 years' time in grade have completed a SNCO Professional Military Education (PME) course, either by correspondence or in-residence.

1.2.5.7. Submitting nominations to the 375 AMW/CCCE by the suspense date and signing the AF Form 1206, *Nomination for Award*.

1.2.6. Awards board presidents, and the civilian personnel office for civilian awards are responsible for:

1.2.6.1. Briefing board members on their duties and responsibilities prior to the board convening.

1.2.6.2. Ensuring board members understand and know how to effectively score award packages.

1.2.6.3. Completing tabulations on the board tally sheet and ensuring the sheets are forwarded to the 375 AMW/CCCE.

1.2.6.4. Acting as a voting member in the event of a tie.

1.2.6.5. Briefing board members, when applicable, on the confidentiality of the board proceedings.

1.2.6.6. **(Annual Only)** Assigning areas to the board members so they may ask opinionated questions. **Note:** If any nominees are from another branch of service, questions will not be branch or service specific.

1.2.7. Awards board.

1.2.7.1. Meeting and conducting boards on the prescribed day at the predetermined location and time.

1.2.7.2. Unless directed otherwise by the 375 AMW/CCC Quarterly boards may be package only. Annual military boards will be face-to-face boards. Board members will complete the AF Form 1206 score sheet prior to the board convening.

1.2.8. The 375 AMW Public Affairs (PA) is responsible for:

1.2.8.1. Publicizing the wing recognition program.

1.2.8.2. Publishing recipients' names in the command post and/or social media following the ceremony.

1.2.8.3. Assisting recipients with hometown news releases.

1.2.8.4. Providing other publicity as appropriate.

1.2.9. The 375th Force Support Squadron Civilian Personnel Office (FSS/FSMC) is responsible for:

1.2.9.1. Overseeing the civilian recognition program.

1.2.9.2. Consolidating and forwarding names of nominees to the 375 AMW/CCCE for the recognition ceremony.

1.2.10. The 375th Force Support Squadron Base Honor Guard (FSS/FSOH) is responsible for:

1.2.10.1. Establishing nomination procedures to select deserving personnel assigned.

1.2.10.2. Ensuring all nominees are notified of their selection.

1.2.10.3. Submitting nominations and recommended winner to 375 AMW/CCCE by the suspense date.

### 1.3. Nominations/suspense dates.

1.3.1. Groups under the 375 AMW and 375 AMW/DS (i.e., wing staff agencies and 375th Comptroller Squadron (CPTS)) may submit one nomination in the Junior Enlisted (Jr. Enl), Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), Company Grade Officer (CGO), Field Grade Officer (FGO), Volunteer (VOL) for the wing quarterly award boards. **Note:** One does not need to win a Wing quarterly award to compete for annual awards.

1.3.2. Quarterly nominations will be based on facts and achievements occurring and/or concluding during the previous quarter (e.g., 1st quarter (January-March) awards will be based on achievements from that quarter 1 January-31 March).

1.3.3. Nominations are due to the 375 AMW/CCCE no later than 1200 hours on the suspense date. Late submission will not be accepted unless approved by the 375 AMW/CCC.

## 2. Military Nominee Eligibility.

2.1. General. The recognition program is administered on a calendar year basis. Individuals will compete in the grade they held for the majority of the award period. Members must have been assigned to an organization in the wing for at least 50 percent of the award period to compete. Individuals must not have disciplinary action pending. The 375 AMW/CC or 375 AMW/CCC will determine in which category officer/enlisted nominees will compete. If deployed during targeted quarter, the nominee must have served a home station role no less than 50 percent of the quarter. Grade criteria are as follows:

2.1.1. O-1 through O-3 and Warrant Officer for CGO.

2.1.2. O-4 through O-5 for FGO.

2.1.3. E-7 through E-8 for SNCO.

2.1.4. E-5 through E-6 for NCO.

2.1.5. E-1 through E-4 for Jr. Enl.

2.1.6. E-7 through E-8 with AFSC 8F000 for the First Sergeant.

2.1.7. All military/civilian grades/ranks (Volunteer Category).

2.1.8. All active duty military currently serving in the Honor Guard during award period (Honor Guard).

## 2.2. Military Quarterly Award Nomination Procedures.

2.2.1. Each group may submit no more than one nominee in each category to the wing quarterly recognition boards.

2.2.2. Accomplishments must have occurred during the period of the award (January-March, April-June, July-September, or October-December).

2.2.3. Wing quarterly award recipients are not eligible to compete during concurrent (back to back) quarters of the same calendar year.

2.2.4. Use the AF Form 1206 front page only ([Attachment 8](#)).

2.2.4.1. Nominations must be restricted to 15 lines including headings (12 lines of data and three category headings). Include facts and achievements occurring and/or concluding during the specified quarter.

2.2.4.2. Use bullet statements under each subtitle heading (none on same line as heading).

2.2.4.3. Forward electronic copies of all nominations to the 375 AMW/CCCE.

## 2.3. Military Annual Award Nominations.

2.3.1. Each group may submit one nomination in each category to the wing annual recognition boards.

2.3.2. List only those accomplishments that occurred during award period of 1 January-31 December.

2.3.3. The annual nominee does not have to be a quarterly recipient during the year of the annual award nominated.

2.3.4. Categorical groups under the 375 AMW and 375 AMW/DS (i.e., wing staff agencies and the 375 CPTS) may submit one nomination in each category.

2.3.5. The members selected during the wing annual enlisted boards (Jr. Enl, NCO, and SNCO) will compete for the 12 Outstanding Airmen of the Year Award (OAY). The winner of the wing annual CGO board will compete for the AMC CGO of the Year Award.

2.3.5.1. Nomination packages for the wing annual award boards in the enlisted categories must meet the requirements for submission for the 12 OAY Award IAW AFI 36-2805, *Special Trophies and Awards*. Due to a short suspense, a complete electronic package including a cover letter, general information sheet, AF Form 1206, biography, records review RIP, physical training (PT) scores, statement of intent, and statement of release must be submitted for those members competing in the 12 OAY Award program for the 375 AMW.

- 2.3.5.2. Nomination packages for the wing annual award board in the CGO category must meet the requirements for submission for the AMC Outstanding Company Grade Officer of the Year Award IAW AMCI 36-2808, *Personnel Awards*. A complete electronic package including a cover letter, general information sheet, AF Form 1206, biography, records review RIP, PT scores, and statement of intent must be submitted due to a short suspense.
- 2.3.6. There will be a wing USAF First Sergeant of the Year Category. The 375 AMW select will compete for the AMC First Sergeant of the Year Award. First sergeants assigned to HQ AMC and tenant units will compete through their respective chains of command.
- 2.3.6.1. First sergeants must be in an authorized 8F000 position (or service equivalent) to be eligible for the annual award.
- 2.3.6.2. Packages will comply with HHQ guidance for the USAF First Sergeant of the Year Award IAW AFI 36-2805.
- 2.3.6.3. Limit the AF Form 1206 to 30 lines (including headers) using the major headings for the First Sergeant of the Year Award.
- 2.4. Board member selection criteria.
- 2.4.1. The 375 AMW/CCC or designated representative will serve as staff advisor for the selection process.
- 2.4.2. The 375 AMW/CCCE will provide a board schedule to each participating organization. Those organizations will in-turn solicit for volunteers to serve as board members and return the selections to the 375 AMW/CCCE by the established suspense date.
- 2.4.3. Wing boards will consist of at least four members and president. The president is a non-voting member except in the case of an overall tie.
- 2.4.4. Board members will be rotated among wing organizations and will include joint service members, as appropriate.
- 2.4.5. Board member grade requirements are as follows:
- 2.4.5.1. Jr. Enl and NCO: Group superintendents (President: 375 AMW/CCC).
- 2.4.5.2. SNCO and VOL: Group superintendents (President: 375 AMW/CCC).
- 2.4.5.3. CGO: O-4 or O-5 (President: O-6).
- 2.4.5.4. FGO: O-5 or O-6 (President: O-6).
- 2.4.5.5. First Sergeant: Group superintendents (President: 375 AMW/CCC).
- 2.5. Selection boards.
- 2.5.1. Quarterly award boards will be held on predetermined dates after the quarter has ended.
- 2.5.2. Annual award boards will be held no later than February of each year, to meet 18 AF schedule.

2.5.3. Selection is based on ranking of the AF Form 1206 under ordinal scoring system (rank order).

2.5.4. Board president/members will receive nomination packages via email from the 375 AMW/CCCE following the nomination suspense date, at least 2 days prior to the board convening.

2.5.5. Quarterly award boards may be package only. Military annual award boards will be face-to-face boards. Board members must review and score nomination packages prior to the actual board. Board members will review and score packages using the score sheet provided by the 375 AMW/CCCE.

## 2.6. Board scoring procedures.

2.6.1. All quarterly and annual military boards will score the AF Form 1206 in the same manner using the following procedures:

2.6.1.1. Narrative headings include:

### Figure 1. Narrative Headings.

Leadership and Job Performance in Primary Duty (0-66 points)

Significant Self-Improvement (0-17 points)

Base or Community Involvement (0-17 points)

2.6.2. Board members will review and break any ties on their individual scoring sheet. Once the overall score is added, board members will rank order the candidates (#1 is best) ([Attachment 2](#)).

2.6.3. Annual board members will use the score sheets provided and assign a total score ([Attachments 2, 3, and 4](#)).

2.6.4. The board president will consolidate, transcribe, and add up the total scores onto the tally sheet ([Attachment 5](#)). Variances of more than one whole point will be discussed. The nominee with the lowest ordinal score (rank order) will be selected as the board's recommendation.

2.6.5. The board president's score will only be used to resolve a tie score.

2.6.6. For those annual award packages meeting the AF 12 OAY process, they must be consistent with current 12 OAY guidelines. The maximum number of lines will be consistent with current 12 OAY guidelines (30 lines).

2.6.7. Quarterly award packages will contain a maximum of 15 lines, including the three category headings. Leadership and Job Performance in Primary Duty: 9 bullets; Significant Self-Improvement: 3 bullets; Base or Community Involvement: 3 bullets; is the preferred break down.

## 2.7. Face-to-face/presentation Military Annual Award board.

2.7.1. The military annual award board will be a presentation or face-to-face board.

2.7.2. If a military nominee cannot attend the board (if applicable) due to unforeseen circumstances (contingency, deployment, TDY, emergency leave, hospitalization), the



375 AMW/CCC or designated representative will determine if the member will receive the average board score of those members who met the presentation board. For example: if there are three candidates and only two members met a board, and one member scored an eight and the other a ten, the average board score is nine. The member not meeting the board will receive a score of nine.). The areas score on the presentation board include: Bearing and Behavior, Dress and Appearance, and Communication. Regular leave is not an unforeseen circumstance unless the member will incur a personal loss and/or the leave is unrecoverable (cannot be taken at another time).

#### 2.7.3. Board questions (when applicable).

2.7.3.1. The board members will ask opinionated questions. The questions will be general military knowledge and current events directed by the 375 AMW/CCC.

2.7.3.2. When non-Air Force members are meeting the board, the questions will not be Air Force or service specific.

2.7.3.3. The board president will evaluate and determine the appropriateness of the questions.

2.7.3.4. The board president is a non-voting member and the president's score will only be used to break a tie.

2.7.3.5. Civilian: Not applicable. Nominees are evaluated by package only.

#### 2.8. Honor Guard Recognition Program.

##### 2.8.1. Eligibility.

2.8.1.1. Honor Guard members assigned to Scott AFB. Nominee shall be on standing guard during the quarter nominated. Honor Guard NCOIC will nominate three guardsmen for the quarterly and four guardsmen for the annual awards.

2.8.1.2. Nominees will process through their squadron commander and first sergeant before being nominated.

2.8.1.3. The Honor Guard NCOIC will recommend a winner out of those nominated for the quarterly and annual awards to the 375 AMW/CCC.

#### 2.9. Quarterly/Annual Award Presentations.

2.9.1. Appropriate recognition will be given to those military wing award recipients. Quarterly awards will be presented at a breakfast, luncheon, or other appropriate ceremony. The First Sergeants' Council will manage these events.

2.9.2. Quarterly and annual award winners may receive appropriate level awards and recognition from various base private organizations and possible gifts from community supporters as appropriate.

##### 2.9.3. Quarterly Recognition Ceremonies.

2.9.3.1. Barring conflicts with the wing schedule, quarterly recognition ceremonies will be held as advertised. The First Sergeants' Council will manage these events.

2.9.3.2. Quarterly award photos will be taken immediately after the ceremony at the venue the ceremony is being held.

## 2.10. Annual Recognition Ceremony.

2.10.1. The annual awards banquet will be held no later than February. Awards will be presented at a dinner or other appropriate ceremony. The 375 AMW/CCC will assign a POC for this event the September prior.

## 3. Civilian Recognition program.

3.1. Objective. Recognize outstanding appropriated and non-appropriated fund (NAF) civilians assigned or attached to 375 AMW. The recognition program is administered on a calendar year basis.

3.2.1. The 375 FSS/FSMC administers and controls the program and appoints a board president.

3.2.2. The civilian personnel office will review the award nominations to ensure they are IAW this instruction and consistent with union rules.

3.2.3. Empowered by the 375 AMW/CC, the awards committees select the quarterly and annual winners. The committee quorum will consist of three voting members.

3.2.4. Each unit will be required to complete appropriate paperwork for granting a Notable Achievement Award or Time-Off Incentive Award for appropriated fund winners ([Attachment 10](#)). A request for personnel action (RPA) should be forwarded to the civilian personnel office along with supporting documentation for review and final approval/processing. The original award justification should be maintained on the AF Form 971, *Supervisor's Employee Brief*. The Standard Form 50, *Notification of Personnel Action*, can be printed by the employee by accessing their Electronic Official Personnel Folder (eOPF).

3.2.5. The 375 AMW/CCCE will ensure appropriate awards are prepared.

3.2.6. The First Sergeants' Council will arrange the appropriate function for presentation of awards.

3.2.7. The 375 AMW/PA will publish a photo and article of the quarterly/annual award winners in the base paper.

3.3. Nominee eligibility. The unit's appropriated and non-appropriated fund civilians who meet the following criteria may be considered for an award.

3.3.1. Individuals assigned or attached to the awarding unit for 6 months.

3.3.2. Individuals will be nominated in the category that corresponds to the grade/position they held for the majority of the award period.

3.3.3. Individuals must not have disciplinary action pending.

3.3.4. Individuals may be selected only once per calendar year for a quarterly award.

3.4. Award categories. The program includes three individual award categories.

3.4.1. Category I includes all employees in grades GS-/GG-01 through 08, WG-/WL-01 through 08, NA-/NL-/NS-01 through 08, CC-01 through 05, and NF-I and II.

3.4.2. Category II includes all employees in grades GS-/GG-/GP-/GR-09 through 12, WG-/WL-09 and above, WS-01 through 12, NA-09 and above, NL-/NS-09 through 12, and NF-III and IV.

3.4.3. Category III includes all employees in grades GS-/GG-/GP-/GR-13 and above, WS-/NL-/NS-13 and above, and NF-V and above.

3.5. Wing nominations/suspense dates.

3.5.1. The groups under the 375 AMW and 375 AMW/DS may submit one nomination in each category for the Wing Civilian of the Quarter and Year.

3.5.2. The civilian wing annual award winners will be the wing nominees for AMC Outstanding Civilian of the Year Award.

3.5.3. Quarterly nominations will be based on facts and achievements occurring and/or concluding during the particular quarter (e.g., 1st quarter awards will be based only on achievements from 1 January-31 March).

3.5.4. Annual nominations will be based on facts and achievements occurring during January-December. The annual nominee does not have to be a quarterly winner.

3.5.5. Nominations are due to the 375 FSS/FSMC no later than 1200 hours on the suspense date by provided by the 375 AMW/CCCE. Late submission will not be accepted.

3.6. Civilian Quarterly Award nominations.

3.6.1. Each group and the 375 AMW/DS may submit no more than one nominee in each category to the wing quarterly recognition board president and 375 AMW/CCCE.

3.6.2. Accomplishments must have occurred during the period of the award (January-March, April-June, July-September, or October-December).

3.6.3. Use an AF Form 1206 (latest version), front page only.

3.6.3.1. Nominations will be restricted to 15 single-spaced lines (including headings). Include facts and achievements occurring/concluding during the applicable quarter. The headings are mandatory ([Attachment 7](#)).

3.6.3.2. Use bullet statements under each subtitle heading. A legend will be used at the bottom of the AF Form 1206 for all acronyms used.

3.6.4. Submit electronic copies of all nominations to 375 FSS/FSMC and 375 AMW/CCCE, only after they are signed by the unit commander. Unsigned copies will be returned and not be considered.

3.6.5. All boards will be package only unless directed otherwise.

3.7. Civilian Annual Award nominations.

3.7.1. Each group and the 375 AMW/DS may submit one nomination in each category to the wing annual recognition board president at 375 FSS/FSMC and 375 AMW/CCCE.

3.7.2. List only those accomplishments that occurred during the award period of 1 January-31 December.

3.7.3. Use an AF Form 1206, front page only.

3.7.3.1. Annual nominations: Limit the AF Form 1206 to 30 single-spaced lines (including headings) ([Attachment 7](#)).

3.7.4. The annual nominees do not have to be a quarterly winner of that year.

3.7.5. The unit commander will sign in the unit commander block of the AF Form 1206.

3.7.6. Boards will be package only unless directed otherwise.

3.8. Selection of Committee Members.

3.8.1. The Installation Incentive Awards Committee comprised of personnel from the 375 Mission Support Group (MSG), 375 Operations Group (OG), 375 Medical Group (MDG), 375 Communications Group (CG), and 375 AMW Staff will review wing nomination packages.

3.8.2. Committee members will be civilian employees serving in grades equal to or higher than the award category.

3.8.3. No less than three committee members will review and score packages.

3.8.4. No two committee members will be from the same unit.

3.9. Selection Boards.

3.9.1. Quarterly award boards will be held on the predetermined dates provided by the 375 AMW/CCCE.

3.9.2. Annual award boards will be held no later than February.

3.9.3. Three committee members will review and score packages using the score sheet provided by civilian personnel.

3.9.4. A union representative may act as an observer (nonvoting).

3.10. Board scoring procedures.

3.10.1. The awards committee will review and score quarterly and annual award nomination packages.

3.10.2. Board members will use the score sheet provided and assign a total score. Board president will then review and break any ties on their individual scoring sheet.

3.10.3. The board president will consolidate, transcribe, and add up the total scores on to the tally sheet ([Attachment 11](#)). The nominee with the lowest score will be selected as the winner.

3.11. Wing Award Presentations.

3.11.1. Wing quarterly award recipients receive a memento and either a \$200.00 cash Notable Achievement Award or a 2-day Time-Off Incentive Award. The decision of which award to grant either the \$200.00 cash Notable Achievement Award or a Time-off Incentive Award will be at the discretion of management. Wing annual award recipients receive a memento and either a \$300.00 cash Notable Achievement Award or a 3-day Time-Off Incentive Award. The decision of which award to grant either \$300.00 cash

Notable Achievement Award or a Time-Off Incentive Award will be at the discretion of management.

3.11.2. Appropriate unit supervisor of award recipient will be responsible for submitting RPA, with supporting documentation, to 375 FSS/FSMCE.

3.11.3. NAF awards will be paid with NAF funds.

3.11.4. Supervisors will use the table below to ensure standardization among award recipients, regarding of the employee's category level described in **paragraph 3.4**.

**Table 1. Standardized Civilian Incentive Awards.**

Standardized Civilian Incentive Award		
Highest Award Level Achieved	Quarterly	Annual
Squadron	4 Hours Time Off	1 Day Time Off or \$100
Group	1 Day Time Off	2 Days Time Off or \$200
Wing	2 Days Time Off or \$200	3 Days Time Off or \$300

#### **4. Volunteer Recognition Program.**

4.1. Objective. Recognize outstanding individuals for their volunteer efforts while assigned to Scott AFB on a quarterly/annual basis. This award is to reward efforts that were not conducted for duty-related projects or for pay. Time off awards cannot be granted for civilian winners for the volunteer award.

4.2. Responsibilities.

4.2.1. The 375 AMW/CCCE will:

4.2.1.1. Administer the quarterly and annual Volunteer Recognition Program. The Volunteer of the Year is also governed by AFI 36-3009, *Airman and Family Readiness Centers*, and sponsored through the Airman and Family Readiness Center.

4.2.1.2. Select board members for each volunteer selection board.

4.2.1.3. Advise board members of date, time, and location of selection board bases on suspense set by the 375 AMW/CCCE.

4.2.1.4. Obtain nomination packages from the participating units and distribute them to each board member electronically.

4.2.1.5. Facilitate the selection board process on the designated date.

4.3. Nominee eligibility.

4.3.1. Military and civilians are eligible, to include family members and military/federal retirees.

4.4. Quarterly/Annual nomination procedures.

4.4.1. Each group/activity, to include approved private organizations, with a recognized volunteer program may submit one nomination to the wing board.

4.4.2. Quarterly nominations will be based on facts and achievements occurring/concluding during the applicable quarter and will not exceed eight lines of accomplishments and one category heading.

4.4.3. Submit nominations on AF Form 1206 front side only.

4.4.4. The heading is mandatory ([Attachment 9](#)).

4.4.5. Annual nominations will be based on facts and achievements occurring/concluding during the entire calendar year (1 January-31 December) and are limited to 20 lines on the AF Form 1206 which includes one category heading.

4.4.5.1. The nomination will be in bullet format and describe the nominee's volunteer community service. The package should emphasize the benefits realized by the volunteer service and include qualifying factors ([Attachment 9](#)).

4.4.6. Nominations are due to 375 AMW/CCCE no later than 1200 hours on the suspense date. Late submission will not be accepted unless approved by 375 AMW/CCC.

4.4.7. The 375 AMW Volunteer of the Year may be eligible for the Air Force Volunteer Excellence Award. Unit commanders should contact 375 FSS Airman & Family Readiness Center for further guidance.

#### 4.5. Selection Boards.

4.5.1. Quarterly boards will be held on the predetermined dates.

4.5.2. Annual boards will be held no later than February.

4.5.3. Selection is based on an ordinal scoring (rank order) system ([Attachment 6](#)).

4.5.4. All boards will be package only.

LAURA L. LENDERMAN, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2805, *Special Trophies and Awards*, 14 March 2013

AFI 36-2905, *Fitness Program*, 21 October 2013

AFI 36-3009, *Airman and Family Readiness Centers*, 7 May 2013

AMCI 36-2808, *Air Mobility Command Distinguished Personnel Awards Program*, 4 November 2010

***Adopted Forms***

AF Form 971, *Supervisor's Employee Brief*

AF Form 1206, *Nomination for Award*

SF 50, *Notification of Personnel Action*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFGLSC**—Air Force Global Logistics Support Center

**AFNIC**—Air Force Network Integration Center

**AMC**—Air Mobility Command

**AMCI**—Air Mobility Command Instruction

**AMW**—Air Mobility Wing

**CC**—Commander

**CCC**—Command Chief

**CCCE**—Command Chief's Executive Assistant

**CG**—Communications Group

**CGO**—Company Grade Officer

**CPTS**—Comptroller Squadron

**CV**—Vice Commander

**DS**—Director of Staff

**EOPF**—Electronic Official Personnel Folder

**FGO**—Field Grade Officer

**FSMC**—Civilian Personnel Office

**FSS**—Force Support Squadron

**GS**—General Schedule

**HQ**—Headquarters  
**IAW**—In Accordance With  
**JR ENL**—Junior Enlisted  
**MDG**—Medical Group  
**MRS**—Manpower Requirement Squadron  
**NAF**—Non Appropriated Fund  
**NLT**—No Later Than  
**NCO**—Noncommissioned Officer  
**OAY**—Outstanding Airmen of the Year  
**OG**—Operations Group  
**PA**—Public Affairs  
**PDG**—Professional Development Guide  
**PME**—Professional Military Education  
**PT**—Physical Training  
**RIP**—Record of Individual Personnel  
**RPA**—Request for Personnel Action  
**SNCO**—Senior Noncommissioned Officer  
**USTRANSCOM**—United States Transportation Command  
**VOL**—Volunteer  
**WG**—Wage Grade  
**WL**—Wage Leader  
**WS**—Wage Supervisor



## Attachment 2

**MILITARY QUARTERLY/ANNUAL PACKAGE BOARD MEMBER SCORE SHEET****Table A2.1. Military Quarterly/Annual Package Board Member Score Sheet.**

<b>Category: Circle Applicable Board</b>					
<b>(Jr., Enl) (NCO) (SNCO) (CGO) (FGO) (1st Sgt)</b>					
<b>QUARTERLY / ANNUAL RECOGNITION BOARD SCORE SHEET – AF 1206</b>					
<b>NOMINEE</b> Rank, First, Last	Leadership and Job Performance in Primary Duty  0 – 66 pts .5 increments	Self- Improvement  0 – 17 pts .5 increments	Base / Community Involvement  0 – 17 pts .5 increments	<b>TOTAL POINT SCORE</b>	<b>RANKING</b>
Date: _____					
SIGNATURE: _____ PRINTED NAME: _____					

## Attachment 3

**MILITARY ANNUAL FACE-TO-FACE BOARD MEMBER SCORE SHEET****Table A3.1. Military Annual Face-to-Face Board Member Score Sheet.**

<b>Category: (Circle Applicable Board)</b> <b>(Jr. Enl) (NCO) (SNCO) (CGO) (FGO) (1st Sgt.)</b>		
<b>CANDIDATE:</b>		
<b>BOARD SCORE</b>	<b>SCORE</b>	<b>COMMENTS</b>
<b>DRESS AND APPEARANCE (0-10 PTS)</b>		
<b>MILITARY BEARING AND BEHAVIOR (0-10 PTS)</b>		
<b>COMMUNICATION (0-10 PTS)</b>		
<b>DATE:</b>	<b>TOTAL</b>	<b>PRINTED NAME:</b>  <b>SIGNATURE</b>

## Attachment 4

## MILITARY ANNUAL BOARD MEMBER FINAL RANKING SCORE SHEET

Table A4.1. Annual Board Member Final Ranking Score Sheet.

Category: Circle Applicable Board (Jr. Enl) (NCO) (SNCO) (CGO) (FGO) (1st Sgt)						
RANK/NAME OF NOMINEE	UNIT	1206 Score	Presentation Score	Total Score	RANKING (#1 is best)	COMMENTS

Date: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

## Attachment 5

## BOARD PRESIDENT MASTER SCORE SHEET

Table A5.1. Board President Master Score Sheet.

Category: Circle Applicable Board (Jr. Enl) (NCO) (SNCO) (CGO) (FGO) (Vol) (1st Sgt)								
RANK/NAME OF NOMINEE	UNIT	Board Member #1	Board Member #2	Board Member #3	Board Member #4	Board President's Ranking (tie only)	RANKING (#1 is best)	COMMENTS
Date: _____						PRINTED NAME:		
SIGNATURE								

## Attachment 6

**VOLUNTEER QUARTERLY/ANNUAL BOARD MEMBER SCORE SHEET****Table A6.1. Volunteer Quarterly/Annual Board Member Score Sheet.**

<b>CATEGORY: Volunteer</b>			
<b>QUARTERLY/ANNUAL BOARD MEMBER SCORE SHEET – AF 1206</b>			
<b>Nominee</b> Rank, First, Last	<b>Volunteer Activity and Impact</b> (1-50 points)	<b>TOTAL</b> <b>POINT</b> <b>SCORE</b>	<b>RANKING</b>
<b>Date:</b> _____ <b>SIGNATURE:</b> _____ <b>PRINTED NAME:</b> _____			

## Attachment 7

## EXAMPLE CIVILIAN NOMINATION FOR AWARD

Figure A7.1. Example Civilian Nomination for Award.

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable)	AWARD PERIOD
375 AMW Civilian of the Quarter / Year	Cat 1/Cat 2/Cat 3	
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	MAJCOM, FOA, OR DRU	
GS-7 / John E. Doe	AMC	
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
3P071 / Assistant NCOIC, Operations	DSN: 576-#### / COMM: (618) 256-####	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
375 SFS/S1O/2001 Hangar Road / Scott AFB IL / 62225		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial)		
LtCol / Ralph E. Smith / DSN: 576-#### / COMM: (618) 256-####		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>JOB DESCRIPTION: (no additional information on this line)</p> <ul style="list-style-type: none"> <li>- In no more than six lines (including header), explain the nominee's job description</li> <li>- There will be no spacing in between headers and bullets</li> <li>- There will be a total of 15 lines (including headers) for quarterly and 30 lines (including headers) for annual packages</li> </ul> <p>LEADERSHIP AND JOB PERFORMANCE: (no additional information on this line)</p> <ul style="list-style-type: none"> <li>- Describe significant leadership accomplishments during award period</li> <li>- Detail how efficiently and effectively individual performed primary/additional duties</li> <li>- Define scope/level of responsibilities</li> <li>- Describe positive impacts to the mission/unit</li> <li>- Include initiatives and techniques developed as well as their impact on the mission</li> <li>- Detail willingness to accept tasks outside of routine duties</li> <li>- Include any awards received--describe specific accomplishments that led to the awards</li> <li>- Focus on leadership, performance, and impact</li> </ul> <p>OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS: (no additional information on this line)</p> <ul style="list-style-type: none"> <li>- Define involvement in military and/or civilian communities</li> <li>- Show how nominee developed or improved skills related to primary duties w/formal or off-duty education</li> <li>- Include leadership, membership, or participation in military and/or professional organizations</li> <li>- Quarterly nominations: legend for "Acronyms" should be placed at bottom of 1206 and may continue on back (do not list commonly used acronyms)</li> <li>- Annual nominations: Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used, use of an acronym list is not permitted</li> </ul>		

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## Attachment 8

## EXAMPLE MILITARY NOMINATION FOR AWARD

Figure A8.1. Example Military Nomination for Award.

NOMINATION FOR AWARD		
AWARD 375 AMW Quarterly / Yearly Recognition Program	CATEGORY (If Applicable) Jr Enl/NCO/CGO, etc	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt / John E. Doe		MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 3P071 / Assistant NCOIC, Operations	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 576-#### / COMM: (618) 256-####	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 375 SFS/S1O/2001 Hangar Road / Scott AFB IL / 62225		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) LtCol / Ralph E. Smith / DSN: 576-#### / COMM: (618) 256-####		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE: (no additional information on this line)</p> <ul style="list-style-type: none"> <li>- Describe significant leadership accomplishments during award period</li> <li>- Detail how efficiently and effectively individual performed primary/additional duties</li> <li>- Include initiatives and techniques developed as well as their impact on the mission</li> <li>- Include any awards received--describe specific accomplishments that led to awards</li> <li>- Include results from AF/MAJCOM/NAF/other inspections/evaluations (highlight specific contribution)</li> </ul> <p>SIGNIFICANT SELF-IMPROVEMENT: (no additional information on this line)</p> <ul style="list-style-type: none"> <li>- Show how nominee developed or improved skills related to primary duties (formal training, OJT, CDC, etc.)</li> <li>- Include education completed during award period (i.e, class completed/enrolled, degree attained, etc.)</li> <li>- Include other training that significantly enhanced value as a military member</li> </ul> <p>BASE/COMMUNITY INVOLVEMENT: (no additional information on this line)</p> <ul style="list-style-type: none"> <li>- Define scope/impact of member's positive leadership in both military and civilian communities</li> <li>- Include leadership or participation in advisory councils, professional organizations, etc.</li> <li>- Participation in base/community events (Memorial Day Celebration, Air Show, CFC, etc.)</li> <li>- Quarterly nominations preferred break down of bullets is 9, 3, 3, (including headers)</li> <li>- Quarterly nominations: legend for "Acronyms" should be placed at bottom of 1206 and may continue on back (do not list commonly used acronyms)</li> <li>- Annual nominations preferred break down of bullets is 18, 6, 6, (including headers)</li> <li>- Annual nominations: Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used, use of an acronyms list is not permitted</li> </ul>		

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## Attachment 9

## EXAMPLE VOLUNTEER NOMINATION FOR AWARD

Figure A9.1. Example Volunteer Nomination for Award.

NOMINATION FOR AWARD		
AWARD 375 AMW Quarterly / Yearly Recognition Program	CATEGORY (If Applicable) Volunteer	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA / John E. Doe	MAJCOM, FOA, OR DRU AMC	
DAFSC/DUTY TITLE 3P051 / BDOC Controller	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 576-#### / COMM: (618) 256-####	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 375 SFS/S1O/2001 Hangar Road / Scott AFB IL / 62225		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) LtCol / Ralph E. Smith / DSN: 576-#### / COMM: (618) 256-####		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>VOLUNTEER ACTIVITY AND IMPACT: (no additional information on this line)</p> <ul style="list-style-type: none"> <li>- Define scope/impact of member's positive participation/leadership via volunteer activities</li> <li>- Used for rewarding efforts not related to duty related projects</li> <li>- Quarterly nominations are limited to 9 lines (including headers)</li> <li>- Quarterly nominations: legend for "Acronyms" should be placed at bottom of 1206 and may continue on back (do not list commonly used acronyms)</li> <li>- Annual nominations are limited to 20 lines (including headers)</li> <li>- Annual nominations: Common acronyms may be used as long as the meaning is clear (TDY, AF, USAF, SFS, etc.), otherwise acronyms will not be used, use of an acronyms list is not permitted</li> </ul>		

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## Attachment 10

## EXAMPLE NOTABLE ACHIEVEMENT AWARD

Figure A10.1. Example Notable Achievement Award.

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE ( <i>Surname</i> ), GRADE AND DATE		TO	ACTION	SIGNATURE ( <i>Surname</i> ), GRADE AND DATE
1	Spvsn	Approve	Click to sign	6			Click to sign
2			Click to sign	7			Click to sign
3			Click to sign	8			Click to sign
4			Click to sign	9			Click to sign
5			Click to sign	10			Click to sign
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE		TYPIST'S INITIALS	SUSPENSE DATE
Nominator's Name and Grade			Unit/Office	256-####		aaa	
SUBJECT						DATE	
Notable Achievement Award (NAA) - Award Recipient's Name							
<p><b>SUMMARY</b></p> <p>1. The purpose of this staff summary sheet is to obtain approval and document a (insert dollar amount) NAA for (award recipient's name).</p> <p>2. Justification: (Award recipient's name) selection as the Wing Civilian of the (Quarter or Year) in Category (insert number) for (time period) entitles him/her to this monetary award. AF Form 1206, Nomination for Award, is attached.</p> <p>3. RECOMMENDATION: Approve the NAA for (award recipient's name).</p> <p>SIGNATURE BLOCK OF FIRST-LEVEL SUPERVISOR</p> <p style="text-align: right;">2 Tabs 1. AF Form 1206 2. AF Form 3032</p> <p>NOTE: SUPERVISORS MUST INITIATE THE STAFF SUMMARY SHEET WITHIN 30 DAYS OF THE ACT OR ACHIEVEMENT.</p>							

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## EXAMPLE CIVILIAN QUARTERLY/ANNUAL BOARD SCORE SHEET

Category/Nominee/ Organization	Grade	Committee Member 1	Committee Member 2	Committee Member 3	Total Votes	Placing
<b>CATEGORY I</b> (Nominee/ Organization)						
<b>CATEGORY II</b> (Nominee/ Organization)						
<b>CATEGORY III</b> (Nominee/ Organization)						

Date: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_